

# Workshops

## January 2018

★ **Metro Employment Center**  
720 S. 200 E. • Salt Lake City

Register for  
reserved seating.  
Walk-ins  
welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at [jobs.utah.gov](http://jobs.utah.gov), or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

### Job Seeking Skills

#### RESUMÉ WRITING:

Jan 8	1:00 PM–3:30 PM
Jan 24	9:00 AM–11:30 AM

#### INTERVIEWING SKILLS:

Jan 3, 17	9:00 AM–11:30 AM
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#### JOB SEARCH STRATEGIES:

Jan 4	9:00 AM–11:30 AM
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#### PROFESSIONALISM IN THE WORKPLACE:

None	
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#### \*LINKEDIN:

Jan 30	9:00 AM–11:30 AM
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### Life Skills

#### BUDGETING AND CREDIT:

None	
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#### FOOD SENSE - USU EXTENSION:

None	
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#### FINDING HEALTHY RELATIONSHIPS – HOW TO AVOID A JERK OR JERKETTE

None	
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#### STRENGTHENING THE COUPLE RELATIONSHIP:

None	
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#### PARENTING WITH LOVE AND LOGIC:

Jan 2, 16	9:00 AM–4:00 PM
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**RESUMÉ WRITING:** Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

**INTERVIEWING SKILLS:** Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

**JOB SEARCH STRATEGIES:** Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resúmes. Basic computer skills required.

**PROFESSIONALISM IN THE WORKPLACE:** Learn how to present yourself professionally, interact with others, how to use social media and how to approach and solve problems.

**LINKEDIN:** Introduce yourself to your next employer with LinkedIn. You will learn how to create a powerful LinkedIn Profile in 4 steps.

*\*Prerequisite — must have an email address.*

**BUDGETING AND CREDIT:** Learn how to budget, save, repay debt and build credit.

**FOOD SENSE - USU EXTENSION:** Healthy Eating on a Budget. Learn how to make a food budget last all month long, plan and create a menu, shop from a list, save money on food and eat healthy. Food demonstration provided to learn how to prepare food in an easy, quick and healthy way.

**FINDING HEALTHY RELATIONSHIPS – How to Avoid a Jerk or Jerkette:** For singles of all ages—participants learn steps to building a high-quality, long-lasting relationship.

**STRENGTHENING THE COUPLE RELATIONSHIP:** Designed for couples in committed relationships—learn to understand one another's differences, increase trust and dependability and develop a deeper commitment.

**PARENTING WITH LOVE AND LOGIC:** Learn how to raise responsible children and have more fun—topics include ending power struggles, teaching responsibility, setting limits and preventing arguments, problem solving and completing chores without conflict.



*Equal Opportunity Employer/Program*  
Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

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[jobs.utah.gov](http://jobs.utah.gov)